

**MINUTES OF REGULARLY SCHEDULED MEETING  
RIVERSIDE COUNTY BOARD OF LAW LIBRARY TRUSTEES  
February 1, 2019**

PRESENT

Hon. Michele Levine, President  
Robert Dunn, Vice President  
Hon. Gloria Trask  
Hon. Jackson Lucky  
Joseph Peter Myers, Esq.  
John Boyd, Esq.  
Victoria Williamson, Secretary

ABSENT

Hon. Irma Asberry

GUEST

Steve Gilbert

---

**I. CALL TO ORDER**

A quorum being present, the regularly scheduled meeting of the Riverside County Board of Law Library Trustees, was called to order by Judge Levine at 12:32 pm.

**II. NO PUBLIC COMMENT**

**III. REGULAR SESSION**

**A. Acceptance of February 1, 2019 Meeting Agenda**

It was moved by Judge Lucky, seconded by Joseph Peter Myers and was unanimously voted upon to accept the agenda for the February 1, 2019 meeting.

**B. Approval of the Minutes of January 4, 2019 Regular Meeting**

It was moved by John Boyd, seconded by Joseph Peter Myers, and was voted upon to approve the minutes of January 4, 2019 regular meeting. Judge Trask and Judge Lucky abstained.

**C. Approval of 2018-2021 MOU with SEIU Local 721**

It was moved by Joseph Peter Myers, seconded by John Boyd, and was voted upon to approve the 2018-2021 MOU with SEIU Local 721.

**D. Bylaws Amendment**

Judge Levine discussed about the need to amend the bylaws with regards to the trustee's term of office. Victoria will send out a copy of the bylaws to all trustees for their review and to propose changes, to be discussed at next month's meeting.

**E. Director's Report**

January Programs: 2 Family Law workshops had 21 participants. Lawyer in the Library program in Indio had 4 attendees. Library tour conducted for 25 UCR paralegal students and their instructor. IELLA clinic had 6 attendees.

A Safety Committee was created to work on an Emergency Action Plan (EAP) and Safety Procedures Manual for the library. One of its goals is to have the EAP completed and ready to roll out during the Annual Staff Retreat on February 15<sup>th</sup>.

"Safety First" is this year's theme of the Annual Staff Retreat. The program will include a morning session on dealing effectively with library patrons with mental illness and an afternoon session on an emergency evacuation plan and an active shooter preparedness training.

National Library Week programs will be scaled back and instead National Law Day programs will be expanded to a week-long observance. The National Law Day theme is Free Speech, Free Press, Free Society. Programs will include "Justice in Plain Sight" panel discussion and book signing, and a panel discussion on Judicial Independence.

**F. Indio's Utility Expense Reimbursement Request**

Steve Gilbert explained why County EDA sent the Indio's utility expense invoices to the law library and acknowledged receipt of Judge Levine's letter of response to the reimbursement request. Judge Levine explained the unique relationship of the law library with the County, that is, the law library receives no

funding from the County, unlike other county departments. The law library receives its funding from a portion of the civil filing fees. As stated in her letter, there has been an agreement between the County and the Law Library which existed for decades whereby the County provides the physical space and the cost of utilities and maintenance while the Law Library assumes the costs of staffing, purchasing and maintaining the legal collection, and miscellaneous cost such as the computer systems. Steve Gilbert stated that he appreciated the letter and understood the rationale behind the agreement between the County and the Law Library. He stated that the letter served as a reminder to him about this agreement and that he will move forward accordingly.

Robert Dunn suggested that a letter confirming this agreement be sent to the County.

**G. Maintenance of Law Library Building**

Victoria will get an updated cost estimates for facility maintenance fo the law library portion of the building (categorized by scope of work).

**H. Statement of Economic Interest (Form 700)**

Victoria will send a copy of last year's Form 700 for Judge Levine, Robert Dunn, John Boyd, and Joseph Peter Myers. Vanessa will be sending to Victoria this year's Form 700 for Judge Trask and Judge Lucky.

**I. Acceptance of the December 2018 Financial Report**

It was moved by Robert Dunn, seconded by Judge Lucky, voted upon and motion carried.

**IV. CLOSED SESSION:**

**A.** At 1:05 pm Judge Levine announced that the Board will go into closed session with respect to the item of business discussed pursuant to:

- Cal. Govt. Code §54954.5(e) – Public Employee Release
- Cal. Govt. Code §54954.5(f) – Conference with Labor Negotiator (Negotiator: Victoria Williamson; Parties: Law Library and SEIU Local 721).

**B.** At 1:34 pm Judge Levine reconvene to open session, with nothing to report.

**V. ADJOURNMENT / NEXT MEETING**


The next scheduled meeting of the Board of Law Library Trustees will be on Friday, March 1, 2019 at 12:00 noon. There being no further business to come before the Board, the general meeting was adjourned at 2.30 pm.

MINUTES:



Victoria Williamson, Secretary  
Riverside County Board of  
Law Library Trustees

APPROVED:



Robert Dunn, Vice-President  
Riverside County Board of  
Law Library Trustees